

United States Department of Agriculture



Natural Resources Conservation Service
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November 28, 2006

NEW MEXICO BULLETIN NO. 300-7-02

SUBJECT: LTP – EQIP – PRACTICE IMPLEMENTATION REMINDER LETTER

TO: All Employees

Purpose. To advise all employees of policy for notifying EQIP participants of upcoming practice implementation and procedure for completion of the NRCS-1245.

Expiration Date. September 30, 2007

NRCS policy requires us to notify EQIP contract participants of upcoming conservation practices scheduled for implementation during the current fiscal year (515.117A(2)). This is a task previously carried out by the Farm Services Agency. However, with the change in administrative responsibilities it is now a NRCS function.

There are good reasons for completing this effort as soon as possible in the fiscal year. It requires us to review contracts and determine the status of working towards contract completion. Annual status reviews are already required by policy (512.55). As contracts are reviewed and modified as needed, we are then able to determine which practices are scheduled for implementation during the current fiscal year.

We are required to provide the participant with a notice of scheduled practices and the appropriate NRCS-1245 form for each practice (generated from ProTracts). The NRCS-1245 form(s) should be sent to the participant along with a cover letter (attached) providing an explanation and instructions. The letter serves as a formal reminder to the participant, provides important information about the paperwork process, and will stimulate communications concerning the contract. **The attached letter contains the basic information that should be provided to the producer.** If you feel the attached letter needs additional instructions, it may be edited to meet your specific situation.

Please keep in mind that the NRCS signature certifying practice completion (Block 16) should not pre-date the participant's signature in Block 28. When this happens it can be inferred that NRCS certified practice completion before being notified by the participant the practice had been installed. This is not appropriate.

If you have any questions, please contact Norman Vigil, ASTC/Programs, at 761-4445 or Michael Neubeiser, Resource Conservationist, at 761-4419.

/s/

DENNIS L. ALEXANDER
State Conservationist

Attachment (Participant Letter)

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